



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE : Staff Personnel Program Analyst
DIVISION: Classification and Compensation Division/21st Century Project Team
SALARY: \$5079 – \$6127
TENURE/TIME BASE: Limited Term/Full-Time (15 months)
POSITION NUMBER: 363-221-5313-xxx
FINAL FILING DATE: April 12, 2010

Come join the efforts to improve Human Resources in State government. Apply to be a part of DPA's team on the 21st Century (TFC) Project and gain valuable project experience. The TFC Project is a collaborative statewide effort led by the State Controller's Office to replace the HR and Payroll systems.

***Position is excluded from Collective Bargaining and receives Excluded benefits.
This job includes FREE PARKING and is conveniently located by IKEA, Super Wal-Mart and Home Depot.***

DUTIES:

This position will provide professional management services support for activities designed to manage and mitigate Labor and Human Resources (HR) program impacts and related challenges associated with the TFC Project.

Human Resources Program– Serves as lead in working with TFC Project staff to assess the affect of MyCalPAYS on the State's Classification Plan. Collaborates in developing appropriate steps to address any requisite changes, including facilitating classification board item review and approval process at DPA and State Personnel Board. Takes part in planning and implementing methods and activities for assessing impacts to current HR business policy and practices and in developing appropriate actions such as formulating measures to minimize risks or challenges, assisting with business policy and procedure decisions; obtaining input from or making presentations to various stakeholder groups (i.e., executive levels, department management or representatives and employee unions), or preparing Personnel Management Liaison memoranda.

Labor Relations – As working staff and technical consultant, supports the labor relations (LR) activities associated with the TFC Project, including addressing LR matters and concerns that stem from the implementation of MyCalPAYS. Participates in developing measures and plans to minimize labor risks and issues and build open, candid, two-way communication with employee unions through various communication venues. Takes part in planning activities and developing appropriate materials to educate labor unions on the Project's scope and the impact of the new system on the employment terms and conditions, business practices and classification plan. Provides staff assistance for associated collective bargaining activity (meet and confer, notifications, negotiations, draft tentative agreement or memorandum of understanding language). Recommends to DPA management the negotiating position and strategy.

Team Leadership - Serves as DPA lead and provides guidance to the 21st Century Project staff on all SCO 21st Century Project related activity. Acts in the absence of the Personnel Program Advisor to assign tasks and deadlines. Works with the Functional Team on a variety of software solution/integration activities during the design, development, and implementation phases of the Project.

(*Note: Limited Term positions may be converted to permanent status at a later date pending budget approval.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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DESIRABLE QUALIFICATIONS:

Highly motivated with strong analytical, communication and negotiating skills. Experience in: personnel management/classification & compensation/labor relations and the requirements of the Dills Act in either a control agency setting or in a line department. Ability to: travel and work the required hours necessary to complete an assignment; listen effectively and accurately; assess issues and make recommendations about the best possible solution(s); conduct research, analyze data, evaluate alternatives, develop recommendations and take appropriate actions; and identify and implement opportunities to improve business practices.

WHO MAY APPLY:

SROA candidates are strongly encouraged to apply. Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement, etc.) may also apply. Applicants who have status as a Staff Personnel Program Analyst or are on DPA's departmental promotional eligibility list for Staff Personnel Program Analyst or are on the Staff Services Manager I open list should apply. After an initial screening of applications, only the most qualified persons will be selected for an interview. Employment provisions as outlined by DPA's State Restriction of Appointments policy will prevail. In addition, current or future executive or administrative orders relative to filling vacant positions may also affect this process. **All applicants must write RPA # 10-111 under section 12 of the State Application form (Std. 678) and clearly indicate the basis of their eligibility.**

SUBMIT APPLICATIONS/RESUMES TO:

Janelle Walls, Hiring Coordinator
Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
Phone (916) 324-9413

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